

THE STATE OF TEXAS

COUNTY OF COLLIN

Subject: Ratification, Data Use Agreement – Administrative Services

On **October 6, 2014**, the Commissioners Court of Collin County, Texas, met in **regular session** with the following members present and participating, to wit:

Keith Self
Mark Reid
Cheryl Williams
Chris Hill Not Present
Duncan Webb

County Judge, Presiding
Commissioner, Precinct 1
Commissioner, Precinct 2
Commissioner, Precinct 3
Commissioner, Precinct 4

During such session the court considered a request for ratification of the County Judge's prior approval of a Data Use Agreement.

Thereupon, a motion was made, seconded and carried with a majority vote of the court for ratification of the County Judge's prior approval of a Data Use Agreement with Health and Human Services Commission. Same is hereby approved as per the attached documentation.



Keith Self, County Judge

Mark Reid, Commissioner, Pct. 1

Cheryl Williams, Commissioner, Pct. 2

Not Present

Chris Hill, Commissioner, Pct. 3

Duncan Webb, Commissioner, Pct. 4

ATTEST:

Stacey Kemp, Ex-Officio Clerk
Commissioners Court
Collin County, TEXAS

Contract No. HHSC 529-_____

**Agreement
Between the
Health and Human Services Commission
And
Collin County
For
Texas Transformation and Quality Improvement 1115 Waiver Program
Administrative Services**

This agreement (Contract) is entered into between the Health and Human Services Commission (HHSC), an administrative agency within the executive department of the State of Texas, having its principal office at 4900 North Lamar Boulevard, Austin, Texas 78751, and Collin County (Anchor), an County government organization under the laws of the State of Texas, having its principal place of business at Collin County Administration Building, 2300 Bloomdale Road, Suite 4192, McKinney, Texas 75071. HHSC and Anchor may be referred to in the Contract individually as Party and collectively as "Parties."

The Contract provides for certain administrative functions to be provided to HHSC by Anchor with respect to the Texas Transformation and Quality Improvement Program 1115 Waiver (Waiver).

Anchor is a member of a Regional Healthcare Partnership (RHP) and is a (check one):

- public hospital
- hospital district
- other hospital authority
- county government
- State university with a health science center or medical school

Anchor is responsible for coordinating RHP activities and assisting HHSC in the performance of key RHP oversight and reporting responsibilities, as detailed in Section 5.0, Statement of Services to be Performed.

The Parties agree the following terms and conditions will apply to the administrative services, deliverables, and intergovernmental transfers provided by Anchor under the Contract, in consideration of certain payments to be made by HHSC to Anchor.

1.0 Purpose

The Waiver authorizes the State of Texas to establish a Delivery System Reform Incentive Payment (DSRIP) program. Texas has 20 RHPs whose members may participate in DSRIP. Each RHP has one governmental entity, designated by HHSC that assists HHSC in coordinating RHP activities. The designated governmental entity is referred to as the "Anchor."

The purpose of this Contract is to delegate certain administrative functions associated with the Waiver from HHSC to Anchor. The administrative functions, further described in Section 5.0, Statement of Services to be Performed, relate to Waiver implementation within the Anchor's RHP. The Contract also provides a corresponding mechanism for HHSC to use federal Medicaid matching funds to make certain matching payments to Anchor for the performance of the administrative functions.

2.0 Term and Termination

The Contract is effective October 1, 2012, and will expire at midnight September 30, 2016, unless sooner terminated or extended pursuant to the terms and conditions of the Contract.

The Parties agree the terms and conditions of the Contract shall remain in effect and continue to govern except to the extent expressly modified in writing and duly executed by the Parties.

3.0 Contract Elements

The Contract between the Parties will consist of this cover document, and

- (A) Attachment A, Cost Principles for Expenses for the 1115 Waiver (attached hereto and incorporated as **Exhibit A**) and all amendments thereto (hereinafter referred to collectively as "Cost Principles");
- (B) HHSC Uniform Contract Terms and Conditions, Version 1.4.1 (attached hereto and incorporated as Exhibit B) or most the current version, located on the HHSC web site (www.hhsc.state.tx.us/about_hhsc/Contracting/rfp_attch/General_TC.pdf), and all amendments thereto (hereinafter referred to collectively as "Uniform Terms and Conditions"); and
- (C) DSRIP Program Funding and Mechanics Protocol, dated May 29, 2014, (attached hereto and incorporated as Exhibit C) or the most current version located on the HHSC web site (www.hhsc.state.tx.us/1115-docs/DSRIP-Protocols.pdf) and all amendments thereto (hereinafter referred to collectively as "Program Protocol").

In the event of a conflict or contradiction between or among the Contract elements identified above, the documents will control in the following order of precedence: (1) this cover document, (2) Uniform Terms and Conditions, (3) Program Protocol, and (4) Cost Principles.

4.0 Anchor Commitment and Understanding

In entering into this Contract, Anchor has had the opportunity to review and understand the HHSC requirements and objectives, as stated in:

- (A) Program Protocol, dated May 29, 2014; and
- (B) Special Terms and Conditions for the Waiver (STCs), as attached to the Centers for Medicare and Medicaid Services (CMS) approval letter to HHSC dated December 12, 2011, and subsequent approval of the Administrative Cost Protocol, dated May 29, 2014.

Based on such review and understanding, Anchor represents and warrants it has the capacity to perform the administrative functions in Section 5.0 and to meet requirements and objectives, in accordance with the terms and conditions of the Contract.

5.0 Statement of Services to be Performed

HHSC delegates to Anchor the administrative functions listed below with respect to the RHP for Demonstration Year Two through Demonstration Year Five (that is, October 1, 2012, through September 30, 2016), as those terms are defined in the STCs. The administrative functions delegated by HHSC to the Anchor are described as follows:

- (A) The provision of appropriate accounting, human resources, and data management resources for the RHP;
- (B) The coordination of RHP annual reporting, as specified in the Program Protocol, on the status of projects and the performance of Performing Providers (as defined in the Program Protocol) in the region;
- (C) The provision of RHP data management for purposes of evaluation;
- (D) The development and facilitation of one or more regional learning collaborative;
- (E) Communication with stakeholders in the region, including the public; and
- (F) Communication on behalf of the RHP with HHSC.

The administrative functions listed above may be more fully detailed and defined by HHSC, working in conjunction with Anchor.

Anchor will perform the above administrative functions for the Waiver as an allowable Medicaid administrative activity necessary for the proper and efficient administration of the State Medicaid Plan for Texas, under the authority of section 1903(a)(7) of the Social Security Act.

6.0 Intergovernmental Transfer

To the extent Anchor performs the administrative functions described in Section 5.0 above (under the auspices of HHSC as referenced in Section 4.0 herein), HHSC may, in its capacity as the State Medicaid agency and in accordance with the applicable cost principles under Office of Management and Budget, Circular A-87, claim expenditures related to Anchor's performance of the administrative functions, at the 50 percent federal Medicaid matching rate specified at 42 CFR 433.15(b)(7).

The total matching amount Anchor will transfer to HHSC under this Contract will equal 50 percent of Anchor's costs for providing the Section 5.0 administrative functions described above, per federal fiscal year (FFY). However, Anchor may not submit costs per FFY to HHSC hereunder in excess of the lesser of:

- (A) \$2,000,000 or
- (B) 2.5 percent of Anchor's RHP DSRIP allocation per FFY.

Anchor may submit a request for additional funding above the maximum to support additional transformation activities for the RHP. Requests for additional funding require approval by HHSC and CMS.

Anchor will perform an intergovernmental transfer (“IGT”) of funds to HHSC twice per year. The IGT transfer must be made in conjunction with Anchor’s submittal of semi-annual invoices as described in Section 7.0.

After drawing the related federal Medicaid match, HHSC will transfer certain federal funds, within a reasonable time and subject to Section 8.0 below, to the Anchor for administering and performing Section 5.0 administrative functions.

7.0 Semi-Annual Periods for Cost Accumulation and Reporting

Anchor will submit invoices to HHSC, in accordance with the Cost Principles, with respect to costs of performing administrative functions under Section 5.0 above, for each six calendar-month period (Invoice Period). The following table defines the Invoice Period for each year of the Contract and the Invoice Period due date. Each invoice is due to HHSC no later than the date listed in the table.

Invoice Period	Invoice Period Due Date
October 1 through March 31	May 15
April 1 through September 30	November 15

Anchor may submit its costs for performing Section 5.0 administrative functions for Demonstration Years Two and Three, as those terms are defined in the STCs, as part of its initial invoice submission to HHSC. Anchor’s invoices will be accompanied by Microsoft Excel spreadsheet files that provide details sufficient to support each invoice total, in a format provided by HHSC (Supporting Detail). Each invoice will include Anchor’s costs for performing Section 5.0 administrative functions incurred during the Invoice Period, as allowed by the Cost Principles.

8.0 Term of Payments to Anchor

HHSC shall make two payments each calendar year to Anchor, after:

- (A) receipt of the invoice and Supporting Detail from Anchor;
- (B) receipt of the appropriate IGT funds from Anchor;
- (C) review of the invoice and acceptable Supporting Detail by HHSC; and
- (D) drawing the related federal Medicaid match payment by HHSC.

Subject to the receipt and completion of the items above, HHSC will make payments corresponding to the invoices and Invoice Periods.

9.0 Project Managers

The Parties will each designate a Project Manager that will serve as the primary day-to-day working contacts for administrative and general issues. The Project Manager for each Party is identified below:

For HHSC

Name: Carol Sanchez-Cuellar
Title: Program Specialist, Transformation Waiver Operations
Mailing Address: 4900 North Lamar Blvd., H425
Austin, TX 78751
Direct Phone: (512) 424-6621
Email: Carol.Sanchez-Cuellar@hhsc.state.tx.us

For Anchor

Name: Leigh Hornsby
Title: Project Manager
Mailing Address: P.O. Box 570
Allen, Texas 75013

Direct Phone: 214-551-5401
Email: Leigh.hornsby@publicinformationassociates.com

Either Party may change its respective Project Manager with five business days written notice to the other Party. However, such changes shall not require an amendment to this Contract. The Parties shall maintain a record of the most current Project Managers during the term of the Contract.

10.0 Notices

(A) Delivery of Notice

Routine and administrative communications should be sent to the Project Managers identified in Section 9.0. Legal notices should be sent as identified in this Section. Any notice or other legal communication required or permitted to be made or given by either Party pursuant to this Contract will be in writing and deemed to have been duly given:

1. Three business days after the date of mailing, if sent by registered or certified U.S. mail, postage pre-paid, with return receipt requested;
2. When transmitted if sent by e-mail or facsimile, provided a confirmation of transmission is produced; or
3. When delivered, if delivered personally or sent by express courier service.

(B) Notices to HHSC should be sent to the following:

Carey E. Smith
Health and Human Services Commission
4900 North Lamar Blvd., MC 1070
Austin, Texas 78751
Fax: (512) 424-6586

(C) Notices to Anchor should be sent to the following:

Name: Leigh Hornsby
Title: RHP - 18 Project Team
Mailing Address: P.O. Box 570
Allen, Texas 75013

Fax: 214-496-0479
Email:

(D) Change of Delivery Notice Designee

Either party may change the above-referenced designees or addressees with five business days written notice to the other party.

11.0 Amendments and Modifications

The Parties agree the terms and conditions of the contract shall remain in effect and continue to govern except to the extent expressly modified in writing and duly executed by the Parties. The Parties may amend this contract and any exhibits and attachments hereto only by mutual written agreement. Such amendments to any exhibits and attachments will note the dates of such changes and identify the parties who made such changes.

The Parties may revise or change the Statement of Services to be Performed, as described in section 5.0, by mutual agreement. Such revisions or changes may not necessitate a contract amendment be executed; however, any revisions or changes agreed to by the Parties must be documented in writing and dated in order to maintain an accurate record of the Statement of Services to be Performed.

12.0 Authority to Execute

The person or persons signing and executing this contract on behalf of each party, or representing themselves as signing and executing this contract on behalf of a party, warrant and guarantee that he, she, or they are duly authorized to execute the contract and to validly and legally bind the party to the terms and conditions of the contract.

Agency Name

Keith A. Self

Health and Human Services Commission

Signature

Kyle L. Janek

Signature

Keith Self

Kyle L. Janek, M.D.

Printed Name

Printed Name

County Judge

Executive Commissioner

Title

Title


9/26/14

Date

10/5/14

**Agreement
Between the
Health and Human Services Commission
And
Collin County
For
Texas Transformation and Quality Improvement 1115 Waiver Program
Administrative Services**

**EXHIBIT A
COST PRINCIPLES**

	Attachment A to the Texas Transformation and Quality Improvement Program 1115 Waiver: Agreement between Health & Human Services Commission and Anchor	PAGE 1 of 33
	Cost Principles for Expenses for the 1115 Waiver - Administrative Services	EFFECTIVE DATE October 1, 2012 Version 1.0

DOCUMENT HISTORY LOG

STATUS ¹	DOCUMENT REVISION ²	EFFECTIVE DATE	DESCRIPTION ³
Baseline	1.0	October 1, 2012	Initial version is broadly based on the Medicaid/CHIP managed care contract's Uniform Managed Care Manual, Chapter 5.1, Cost Principles, Version 2.2, which became effective for those contracts on Oct. 15, 2012. Note that this version applicable to the 1115 Waiver Anchor Administrative Services contracts has important differences from versions written for the HMO managed care contracts. The initial effective date corresponds to the beginning of Demonstration Year 2.
¹ Status should be represented as "Baseline" for initial issuances, "Cancellation" for withdrawn versions, ² Revisions should be numbered in accordance according to the version of the issuance and sequential numbering of the revisions, ³ Brief description of the changes to the document made in the revision.			

**Agreement
Between the
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And
Collin County
For
Texas Transformation and Quality Improvement 1115 Waiver Program
Administrative Services**

EXHIBIT B

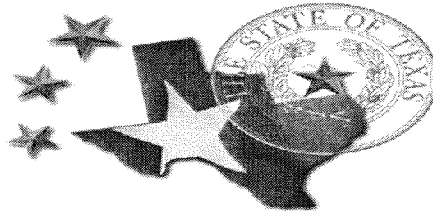
HHSC'S UNIFORM CONTRACT TERMS AND CONDITIONS, VERSION 1.4.1

Contractual Document (CD)

Responsible Office: HHSC Office of General Counsel (OGC)

Version 1.4.1

Subject: HHSC Uniform Contract Terms & Conditions



**Health & Human Services Commission
Enterprise Project Office**

Contractual Document

**HHSC Uniform Contract Terms & Conditions
Version 1.4.1**

CHECK THE MASTER LIST AT https://www.hhsc.state.tx.us/about_hhsc/contracting/in_serve/General_TC.pdf
TO VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

**Agreement
Between the
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Administrative Services**

EXHIBIT C

PROGRAM PROTOCOL

<http://www.hhsc.state.tx.us/1115-docs/DSRIP-Protocols.pdf>

**HEALTH AND HUMAN SERVICES COMMISSION
DATA USE AGREEMENT**

DOCUMENT HISTORY LOG			
STATUS	DOCUMENT REVISION VERSION	EFFECTIVE DATE	DESCRIPTION
1. BASELINE	n/a Version 7	05/03/2013	Initial HIPAA Omnibus Rule-Compliant Version
2. Revision	7.1	06/11/13	<ol style="list-style-type: none"> 1. Updated Information Security Guidelines and Procedures, Attachment 7, adding EISSP, EISSC and "at a minimum" language. 2. Updated Attachment 1, A1.05(5), Method of Confidential Information Access or Transfer, regarding data at rest.
3. Revision	7.2	06/27/13	<ol style="list-style-type: none"> 1. Clarified Attachment 1, A1.05(5), Method of Confidential Information Access or Transfer, regarding data at rest. 2. Revised definition of Business Associates to clarify those without regular PHI access are not BA's. 3. Changed "contract" to "DUA" in Article 4. 4. Revised that HHSC will not sign subcontractor agreement form, Attachment 1, Article A1.03(8) and Attachment 9. 5. Minor, non-substantive punctuation and typographical corrections.
4. Revision	7.3	9/26/13	<ol style="list-style-type: none"> 1. Adding "and" to limitation on data held at rest without encryption, requiring adequate administrative, technical, and physical security. 2. Removed phrases "Business Associate Agreement" and "BAA" in favor of "Data Use Agreement" or "DUA" to clarify that the agreement extends beyond HIPAA compliance. 3. Removed unsuccessful network hacking or pingging attempts from duty to notify by eliminating those from the definition of "Event." 4. Clarify that CPO and CISO are meant to be two

			<p>persons, not one person with both titles.</p> <p>5. Updated breach notice email contact address to: privacy@hhsc.state.tx.us</p> <p>6. Minor, non-substantive punctuation and typographical corrections.</p>
5. Revision	7.4	3/4/14	<p>1. Revised definition of "Legally Authorized Representative" to add limited powers under Durable POA and add protection and advocacy representative authority.</p> <p>2. Revised Attachment 1, A1.05(5), to require proof of system, media or device secure and/or encryption when requested by HHSC.</p> <p>3. Corrected typographical error by insertion of "Event" definition on first page on some 7.3 version forms in use.</p> <p>4. Minor, non-substantive formative, punctuation and/or typographical corrections.</p>

**DATA USE AGREEMENT
BETWEEN HEALTH AND HUMAN SERVICES COMMISSION
AND
COLLIN COUNTY**

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STATE OF TEXAS

COUNTY OF TRAVIS

**DATA USE AGREEMENT
BETWEEN HEALTH AND HUMAN SERVICES COMMISSION
AND
COLLIN COUNTY**

This Data Use Agreement (“DUA”), effective as of the date signed below (“Effective Date”), is entered into by and between Health and Human Services Commission (“HHSC”) and Collin County and incorporated into the terms of the “Base Contract” entered into by these parties, HHSC Contract No. ___.

ARTICLE 1. PURPOSE

CONTRACTOR must create, receive, maintain, or have access to information about HHSC programs and/or its clients for HHSC program benefits and services, as described in the Base Contract. This information is deemed confidential under the Base Contract and state and federal law. CONTRACTOR acknowledges the sensitive and confidential nature of this information and agrees that it will take all necessary and reasonable measures to preserve and protect the confidentiality, privacy, security, integrity, and availability of the HHSC information.

The purpose of this DUA is to facilitate creation, receipt, maintenance and access to Confidential Information with CONTRACTOR, and clarify CONTRACTOR’s obligations with respect to the Confidential Information. This DUA expressly describes the limited purposes for which the CONTRACTOR may create, receive, maintain, or have access to Confidential Information, and establishes CONTRACTOR’s rights and responsibilities concerning the information. This DUA also describes HHSC’s remedies in the event of CONTRACTOR’s noncompliance with its obligations under this DUA.

As of the Effective Date of this DUA, if Article 10, Section 16.01 of HHSC's UNIFORM TERMS AND CONDITIONS conflicts with this DUA, this DUA controls.

ARTICLE 2. DEFINITIONS

For the purposes of this DUA, the following terms below have the meanings set forth below.

Section 2.01 *Definition of Confidential Information*

For the purposes of this DUA, the term “Confidential Information” and other terms have the meaning set forth below. Capitalized terms included have the meanings set forth in Section 2.02 below.

“Confidential Information” means any communication or record (whether oral, written, electronically stored or transmitted, or in any other form) that consists of or includes any or all of the following:

- (1) Client Information;
- (2) Protected Health Information in any form including without limitation, Electronic Protected Health Information or Unsecured Protected Health Information;
- (3) Sensitive Personal Information as defined by Texas Business and Commerce Code Ch. 521;
- (4) Federal Tax Information;

- (5) Personally Identifiable Information;
- (6) Social Security Administration Data;
- (7) All non-public budget, expense, payment and other financial information;
- (8) All privileged work product;
- (9) All information designated as confidential under the laws of the State of Texas and of the United States;
- (10) To the extent permitted under the laws and constitution of the State of Texas, all information designated by HHSC or any other State agency as confidential, including but not limited all information designated as confidential under the Texas Public Information Act, Texas Government Code, Chapter 552;
- (11) Information that CONTRACTOR has access to or that is created, utilized, developed, received, or maintained by HHSC, the CONTRACTOR, or participating State agencies for the purpose of fulfilling a duty or obligation under this DUA and that has not been publicly disclosed;
- (12) Information identified in Attachment 6 attached to this DUA and to which CONTRACTOR specifically seeks to obtain access for an Authorized Purpose.

Section 2.02 *Other Definitions*

For the purposes of this DUA, the following terms have the meanings set forth below.

“Authorized Purpose” means the specific purpose or purposes described in the Scope of Work of the Base Contract for Contractor to fulfill its obligations under the Base Contract, or any other purpose expressly authorized by HHSC in writing in advance.

“Authorized User” means a Person:

- (1) Who is authorized to create, receive, maintain, have access to, process, view, handle, examine, interpret, or analyze Confidential Information pursuant to this DUA;
- (2) For whom CONTRACTOR warrants and represents has a demonstrable need to know and have access to the Confidential Information; and
- (3) Who has agreed in writing to be bound by the disclosure and use limitations pertaining to the Confidential Information as required by this DUA, such agreement evidenced by each Authorized User’s signature on the form attached to this DUA as Attachment 8.

“Business Associate” means a Person or organization, other than a member of HHSC’s workforce, that performs, on behalf of HHSC, certain functions, activities, or services that create, receive, maintain, have access to or transmit Protected Health Information (“PHI”) such as without limitation activities listed in the HIPAA definition and regulation of Business Associates. CONTRACTOR and CONTRACTOR’s Subcontractor(s), to the extent applicable to the Base Contract, are “Business Associates” of HHSC for purposes of this DUA, if a Business Associate subcontracts part of its business associate function requiring the Subcontractor to create, receive, maintain, have access to or transmit PHI, except to the extent Contractors are on an HHSC site and treated as Workforce or are conduits as described by HIPAA. “Business Associate” excludes a mere conduit that does not require access to PHI. Business Associates are entities, for example and without limitation and to the extent applicable to the Base Contract: entities that provide data transmission services to HHSC and require access on a routine basis to PHI; entities that offer a personal health record on behalf of a covered entity; a Subcontractor, if a business associate subcontracts part of its function subject to this Agreement; a Person who creates, receives, maintains or transmits PHI on behalf of HHSC; or physical storage facilities or companies that store paper or electronic PHI. Business Associates do

not include entities, for example and without limitation and to the extent applicable to the Base Contract: a telecommunications company or mail courier without regular access to PHI. The meaning, application of and regulation of Business Associates are more fully described in the HIPAA Privacy, Security and Breach Regulations.

“Breach” means any unauthorized acquisition, access, use, or disclosure of Confidential Information in a manner not permitted by this DUA, the Base Contract or applicable law. Additionally:

- (1) **HIPAA Breach of PHI.** With respect to Protected Health Information ("PHI") pursuant to HIPAA Privacy and Breach Notification Regulations and regulatory guidance, any unauthorized acquisition, access, use, or disclosure of PHI in a manner not permitted by the HIPAA Privacy Regulations is presumed to be a Breach unless CONTRACTOR, as applicable, demonstrates that there is a low probability that the PHI has been compromised. Compromise will be determined by a documented Risk Assessment including at least the following factors:
 1. The nature and extent of the Confidential Information involved, including the types of identifiers and the likelihood of re-identification of PHI;
 2. The unauthorized person who used or to whom PHI was disclosed;
 3. Whether the Confidential Information was actually acquired or viewed; and
 4. The extent to which the risk to PHI has been mitigated.

With respect to PHI, a “breach,” pursuant to HIPAA Breach Regulations and regulatory guidance excludes:

- (A) Any unintentional acquisition, access or use of PHI by a workforce member or person acting under the authority of HHSC or CONTRACTOR if such acquisition, access, or use was made in good faith and within the scope of authority and does not result in further use or disclosure in a manner not permitted under the HIPAA Privacy Regulations.
 - (B) Any inadvertent disclosure by a person who is authorized to access PHI at HHSC or CONTRACTOR to another person authorized to access PHI at the same HHSC or CONTRACTOR location, or organized health care arrangement, as defined by, in which HHSC participates, and the information received as a result of such disclosure is not further used or disclosed in a manner not permitted under the HIPAA Privacy Regulations.
 - (C) A disclosure of PHI where CONTRACTOR demonstrates a good faith belief that an unauthorized person to whom the disclosure was made would not reasonably have been able to retain such information, pursuant to HIPAA Breach Regulations and regulatory guidance.
- (2) **Texas Breach.** Breach means “Breach of System Security,” applicable to electronic Sensitive Personal Information (SPI) as defined by the Texas Breach Law. The currently undefined phrase in the Texas Breach Law, “compromises the security, confidentiality, or integrity of sensitive personal information,” will be interpreted in HHSC’s sole discretion, including without limitation, directing CONTRACTOR to document a Risk Assessment of any reasonable likelihood of harm or loss to an individual, taking into consideration relevant fact-specific information about the breach, including without limitation, any legal requirements the unauthorized person is subject to regarding Confidential Information to protect and further safeguard the data from unauthorized use or disclosure, or the receipt of satisfactory assurance from the person that the person agrees to further protect and safeguard, return and/or destroy the data to the satisfaction

of HHSC. Breached SPI that is also PHI will be considered a HIPAA breach, to the extent applicable.

- (3) Any unauthorized use or disclosure as defined by any other law and any regulations adopted there under regarding Confidential Information.

“Client Information” means Personally Identifiable Information about or concerning recipients of benefits under one or more public assistance programs administered by HHSC.

“De-Identified Information” means health information, as defined in the HIPAA Privacy Regulations as not PHI, regarding which there is no reasonable basis to believe that the information can be used to identify an Individual. HHSC has determined that health information is not individually identifiable and there is no reasonable basis to believe that the information can be used to identify an individual only if:

- (1) The following identifiers of the Individual or of relatives, employers, or household members of the individual, are removed from the information:
 - (A) Names;
 - (B) All geographic subdivisions smaller than a State, including street address, city, county, precinct, zip code, and their equivalent geocodes, except for the initial three digits of a zip code if, according to the current publicly available data from the Bureau of the Census:
 - (i) The geographic unit formed by combining all zip codes with the same three initial digits contains more than 20,000 people; and
 - (ii) The initial three digits of a zip code for all such geographic units containing 20,000 or fewer people is changed to 000.
 - (C) All elements of dates (except year) for dates directly related to an Individual, including birth date, admission date, discharge date, date of death; and all ages over 89 and all elements of dates (including year) indicative of such age, except that such ages and elements may be aggregated into a single category of age 90 or older;
 - (D) Telephone numbers;
 - (E) Fax numbers;
 - (F) Electronic mail addresses;
 - (G) Social security numbers;
 - (H) Medical record numbers (including without limitation, Medicaid Identification Number);
 - (I) Health plan beneficiary numbers;
 - (J) Account numbers;
 - (K) Certificate/license numbers;
 - (L) Vehicle identifiers and serial numbers, including license plate numbers;
 - (M) Device identifiers and serial numbers;
 - (N) Web Universal Resource Locators (URLs);
 - (O) Internet Protocol (IP) address numbers;

- (P) Biometric identifiers, including finger and voice prints;
 - (Q) Full face photographic images and any comparable images; and
 - (R) Any other unique identifying number, characteristic, or code, except as permitted by paragraph (C) of this section; and
- (2) Neither HHSC nor CONTRACTOR has actual knowledge that the information could be used alone or in combination with other information to identify an Individual who is a subject of the information.”

“Designated Record Set” means a group of records maintained by or for a covered entity that is: (i) the medical records and billing records about Individuals maintained by or for a covered health care provider; (ii) the enrollment, payment, claims adjudication, and case or medical management record systems maintained by or for a health plan; or (iii) used, in whole or in part, by or for the covered entity to make decisions about individuals. For purposes of this definition, “record” means any item, collection, or grouping of information that includes PHI and is maintained, collected, used, or disseminated by or for a covered entity.

“Destroy” for Confidential Information means, as specified in the HIPAA Security Rule Regulations:

- (1) Paper, film, or other hard copy media have been shredded or destroyed such that the Confidential Information without limitation including PHI cannot be read or otherwise cannot be reconstructed. Redaction is specifically excluded as a means of data destruction.
- (2) Electronic media have been cleared, purged, or destroyed consistent with NIST Special Publication 800-88, "Guidelines for Media Sanitization," such that the Confidential Information without limitation including PHI cannot be retrieved.

“Discovery” means the first day on which an Event or Breach becomes known to CONTRACTOR, or, by exercising reasonable diligence would have been known to CONTRACTOR, and includes Events or Breaches discovered by or reported to CONTRACTOR by its officers, directors, employees, agents, work force members, Subcontractors or third-parties (such as legal authorities and/or Individuals).

“Electronic Health Record” means an electronic record of health-related information on an Individual that is created, gathered, managed, and consulted by authorized health care clinicians and staff.

“Electronic Protected Health Information” (“E PHI”) means any PHI which is maintained or transmitted by "Electronic Media" as defined in HIPAA, 45 C.F.R. §160.102.

“Encryption” of Confidential Information means, as described in HIPAA, 45 C.F.R. §164.304 of the HIPAA Security Regulations, the use of an algorithmic process to transform data into a form in which there is a low probability of assigning meaning without the use of a confidential process or key and such confidential process or key that might enable decryption has not been Breached. To avoid a Breach of the confidential process or key, these decryption tools will be stored on a device or at a location separate from the data they are used to encrypt or decrypt.

“Event” means a potential, suspected or attempted unauthorized access, use, disclosure, modification, loss or destruction of Confidential Information, which has the potential for jeopardizing the confidentiality, integrity or availability of the Confidential Information, but excludes completed, unsuccessful hacking events using common tools such as PING, netstat, telnet, tracer, etc. An Event becomes a Breach when the event involves actual unauthorized access, use, disclosure, modification, loss or destruction of Confidential Information, which has the potential for jeopardizing the confidentiality, integrity or availability of the Confidential Information.

“Federal Tax Information” has the meaning assigned in the Internal Revenue Code, Title 26 of the United States Code and regulations adopted under that code.

“HIPAA” means the Health Insurance Portability and Accountability Act of 1996, as amended by the HITECH ACT and regulations thereunder including without limitation HIPAA Omnibus Rules, in 45 CFR Parts 160 and 164. Public Law 104-191 (42 U.S.C. §1320d, *et seq.*); Public Law 111-5 (42 U.S.C. §13001 *et seq.*); including without limitation regulations and guidance issued by the Secretary, such as 65 FR 82802, Dec. 28, 2000, as amended at 67 FR 53266, Aug. 14, 2002; 68 FR 8381, Feb. 20, 2003; 74 FR 19006, April 27, 2009; 75 FR 40868, July 14, 2010; and 78 FR 5695, Jan. 25, 2013.

“HIPAA Breach Regulations” means the HIPAA Breach Notification Regulations codified at 45 C.F.R. Part 160 and 45 C.F.R. Part 164, Subpart D relating to unsecured PHI.

“HIPAA Omnibus Rules” means the rule modifications to the HIPAA Privacy, Security, Enforcement and Breach Notification Rules under the HITECH Act and the Genetic Information Nondiscrimination Act; and other modifications published in Federal Register Vol. 78, January 25, 2013 which include:

- (1) Final modifications to the HIPAA regulations mandated by the HITECH Act, and certain other modifications of the Rules to improve the HIPAA rules;
- (2) Final rule adopting changes to the HIPAA Enforcement Rule;
- (3) Final rule on HIPAA Breach Regulations for unsecured PHI under the HITECH Act; and
- (4) Final rule modifying the HIPAA Privacy Regulations as required by the Genetic Information Nondiscrimination Act of 2008 (GINA).

“HIPAA Privacy Regulations” means the HIPAA Privacy Regulations codified at 45 C.F.R. Part 160 and 45 C.F.R. Part 164, Subpart A, Subpart D and Subpart E.

“HIPAA Security Regulations” means the HIPAA Security Regulations codified at 45 C.F.R. Part 160 and 45 C.F.R. Part 164 Subpart A and Subpart C, and Subpart D.

“HITECH Act” means the Health Information Technology for Economic and Clinical Health Act (P.L. 111-5), and regulations adopted under that act.

“Individual” means the subject of the Confidential Information, including without limitation PHI, and who will include the subject's Legally authorized representative who qualifies under the HIPAA Privacy Regulation as a Legally authorized representative of the Individual wherein HIPAA defers to Texas law for determination, for example, without limitation as provided in Tex. Occ. Code § 151.002(6); Tex. H. & S. Code §166.164; Texas Prob. Code § 3 and Tex. Estates Code §§752.051,752.112.

“Legally authorized representative” of the Individual, as defined by Texas law, for example, without limitation as provided in Tex. Occ. Code § 151.002(6); Tex. H. & S. Code §166.164; Estates Code Ch. 752 and Texas Prob. Code § 3, includes:

- (1) A parent or legal guardian if the Individual is a minor;
- (2) A legal guardian if the Individual has been adjudicated incompetent to manage the Individual's personal affairs;
- (3) An agent of the Individual authorized under a Medical Power of Attorney;

- (4) An agent of the Individual authorized under a Durable, Statutory or non-medical Power of Attorney, limited to certain powers over benefits from certain governmental programs, including without limitation Medicaid, as defined by Texas Estates Code §752.112, effective Jan. 1, 2014.
- (5) An attorney ad litem appointed for the Individual;
- (6) A guardian ad litem appointed for the Individual;
- (7) A personal representative or statutory beneficiary if the Individual is deceased;
- (8) An attorney retained by the Individual or by another person listed herein;
- (9) If an individual is deceased, their personal representative must be the executor, independent executor, administrator, independent administrator, or temporary administrator of the estate; pr
- (10) To a state-designated Protection and Advocacy system to the extent that such disclosure is Required by Law and the disclosure complies with the requirements of that law.

“Information Security Guidelines and Procedures” means the information security guidelines, procedures, protocols, and other documents or information identified in Attachment 7 to this DUA.

“Limited Data Set” means PHI that excludes the following direct identifiers of the Individual or of relatives, employers, or household members of the individual as defined at 45 CFR 164.514(e)(2):

- (1) names;
- (2) postal address information, other than town or city, State, and zip code;
- (3) telephone numbers;
- (4) fax numbers;
- (5) electronic mail addresses;
- (6) Social Security numbers;
- (7) medical record numbers;
- (8) health plan beneficiary numbers;
- (9) account numbers;
- (10) certificate/license numbers;
- (11) vehicle identifiers and serial numbers, including license plate numbers;
- (12) device identifiers and serial numbers;
- (13) web universal resource locators (URLs);
- (14) internet protocol (IP) address numbers;
- (15) biometric identifiers, including finger and voice prints; and
- (16) full face photographic images and any comparable images.

“Person” means without limitation, an employee, agent, representative, firm, corporation, organization, Subcontractor, a member of the general public, or a consumer.

“Personally Identifiable Information” or “PII” means information that can be used to uniquely identify, contact, or locate a single Individual or can be used with other sources to uniquely identify a single Individual.

“Protected Health Information” or “PHI” means individually identifiable health information in any form that is created or received by a HIPAA covered entity, and relates to the individual's healthcare condition, provision of healthcare, or payment for the provision of healthcare, as further described and defined in the HIPAA. PHI includes demographic information unless such information is De-identified, as defined above. PHI includes without limitation, “Electronic Protected Health Information” as defined above, and unsecure PHI. PHI includes PHI of a deceased individual within 50 years of the date of death.

“Required by Law” shall have the same meaning as the term “required by law” in 45 CFR 164.103 but applies to all Confidential Information, not only PHI.

“Scope of Work” means the services and deliverables to be performed or provided by CONTRACTOR, or on behalf of CONTRACTOR by its Subcontractors or agents for HHSC that are described in Attachment 2 attached to this DUA. If the Scope of Work includes or consists of a written proposal by the CONTRACTOR, any conflict between such proposal and the other terms of the Base Contract or this DUA will be resolved, in HHSC’s sole discretion, by giving effect to the other terms of the Base Contract or this DUA.

“Secretary” means the United States Secretary of the Department of Health and Human Services or designee.

“Social Security Administration Data” means disclosures of records, information, or data made by the Social Security Administration to HHSC for its administration of federally funded benefit programs under various provisions of the Social Security Act, such as Section 1137 (42 U.S.C. §§ 1320b-7), including the state-funded state supplementary payment programs under Title XVI of the Act, in accordance with the requirements of the Privacy Act of 1974, as amended by the Computer Matching and Privacy Protection Act of 1988, 5 U.S.C. § 552a.

“Subcontractor” means a Person or who is not the Workforce of a Business Associate to whom a Business Associate delegates a function, activity or services conducted on behalf of HHSC, as more fully described in HIPAA Regulations.

“Texas Breach Law” means the Texas Identity Theft Enforcement and Protection Act, Texas Business & Commerce Code Ch. 521 and Texas Government Code §2054.1125.

“Unsecured Protected Health Information” means Protected Health Information that is not rendered unusable, unreadable, or indecipherable to unauthorized Persons through the use of a technology or methodology specified by the Secretary in HITECH Act regulations and HIPAA Security Regulations. Unsecured Protected Health Information does not include:

- (1) Encrypted Electronic Protected Health Information; or
- (2) Destruction of the media on which the PHI is stored.

All terms used in this DUA that are not otherwise defined in this DUA have the same meaning as those terms in HIPAA or other applicable law relating to CONTRACTOR’s use or disclosure of Confidential Information on behalf of HHSC.

HHSC Contract No. _____

"Workforce" means employees, volunteers, trainees, and other Persons whose conduct, in the performance of work for HHSC, is under the direct control of HHSC, whether or not they are paid by HHSC.

ARTICLE 3. DATA USE TERMS AND CONDITIONS

The Data Use Terms and Conditions are described in attachments to this DUA and are incorporated by reference. Requirements to create, receive, maintain, use, disclose, have access to or transmit Confidential Information are described in Attachment 1. The Scope of Work is described in Attachment 2. Other Obligations of CONTRACTOR are described in Attachment 3. CONTRACTOR obligations regarding disposition of Confidential Information are described in Attachment 4. General provisions related to this DUA are described in Attachment 5. A description of Confidential Information related to this DUA is provided in Attachment 6. Information Security Guidelines and Procedures are described in Attachment 7. The List of CONTRACTOR's Authorized Users under this DUA is provided in Attachment 8. The Form Subcontractor Agreement is provided in Attachment 9.

ARTICLE 4. AUTHORITY TO EXECUTE

The Parties have executed this DUA in their capacities as stated below with authority to bind their organizations on the dates set forth by their signatures.

IN WITNESS WHEREOF, HHSC and CONTRACTOR have each caused this DUA to be signed and delivered by its duly authorized representative:

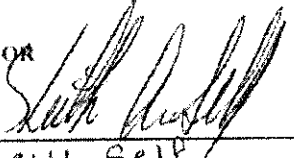
HEALTH AND HUMAN SERVICES COMMISSION

BY: 
NAME: KYLE L. JANEK, M.D.

TITLE: EXECUTIVE COMMISSIONER

DATE: 11-2, 2014.

CONTRACTOR

BY: 
NAME: Keith Self

TITLE: County Judge

ATTACHMENT 1. ACCESS, USE, DISCLOSURE OF CONFIDENTIAL INFORMATION

Section A1.01 ***Ownership of Confidential Information***

CONTRACTOR acknowledges and agrees that the Confidential Information is and will remain the property of HHSC. CONTRACTOR agrees it acquires no title or rights to the Confidential Information, including without limitation, PHI, Limited Data Sets and/or De-identified information, as a result of this DUA.

Section A1.02 ***General Obligations of CONTRACTOR***

CONTRACTOR acknowledges and agrees that it may create, receive, maintain, use, disclose, have access to or transmit Confidential Information only for an Authorized Purpose, and that it may not disclose any Confidential Information to a third party except as may be expressly authorized under this DUA or as Required by Law. HHSC will allow CONTRACTOR to create, receive, maintain, use, disclose, have access to or transmit Confidential Information for an Authorized Purpose, provided CONTRACTOR complies in all respects with the terms and conditions of this DUA and law applicable to the Confidential Information.

Section A1.03 ***Specific Duties and Obligations of CONTRACTOR***

- (1) CONTRACTOR agrees, in consideration of HHSC's allowing CONTRACTOR to create, receive, maintain, use, disclose, have access to or transmit Confidential Information, that:
 - (A) CONTRACTOR will hold the Confidential Information in trust and in strictest confidence;
 - (B) CONTRACTOR will take all measures necessary to prevent any portion of the Confidential Information from:
 - (i) Being used in a manner that is not expressly an Authorized Purpose under this DUA or as Required by Law;
 - (ii) Falling into the public domain; or
 - (iii) Falling into the possession of Persons not bound to maintain the confidentiality of the Confidential Information.
 - (C) The minimum measures taken by CONTRACTOR pursuant to this Section include the exercise of reasonable care and at least the same degree of care as CONTRACTOR protects its own confidential, proprietary and trade secret information.
 - (D) CONTRACTOR will not, without HHSC's prior written consent, disclose or allow access to any portion of the Confidential Information to any Person or other entity, other than Authorized User employees or Subcontractors of CONTRACTOR.
 - (E) CONTRACTOR will, where provided, comply with the applicable provisions of HIPAA and other law applicable to Confidential Information relating to CONTRACTOR's creation, receipt, maintenance, use, disclosure, access to or transmission of Confidential Information on behalf of HHSC.
- (2) CONTRACTOR will have the limited right to create, receive, maintain, use, disclose, have access to or transmit the Confidential Information solely and exclusively for an Authorized Purpose, provided that such would not violate HIPAA or other applicable law relating to Confidential Information if such use or disclosure had been made by HHSC.

- (3) CONTRACTOR will allow access to or disclose Confidential Information only to those Subcontractors or Workforce who are Authorized Users trained in data privacy and security and who have a reasonable and demonstrable need to create, receive, maintain, use, disclose, have access to or transmit the Confidential Information to carry out CONTRACTOR's obligations in connection with the Authorized Purpose.
- (4) CONTRACTOR will establish, implement and maintain appropriate sanctions against any Workforce or Subcontractor who fails to comply with an Authorized Purpose in violation of this DUA, the Base Contract or applicable law.
- (5) CONTRACTOR will not, without prior written approval of HHSC, disclose or provide access to any Confidential Information on the basis that such act is Required by Law without notifying HHSC so that HHSC may have the opportunity to object to the disclosure or access and seek appropriate relief. If HHSC objects to such disclosure or access, CONTRACTOR will refrain from disclosing or providing access to the Confidential Information until HHSC has exhausted all alternatives for relief. Such disclosures of PHI are also addressed in Section 3.04(3), below.
- (6) CONTRACTOR will limit creation, receipt, maintenance, use, disclosure, access to or transmission of Confidential Information to the minimum necessary to accomplish an Authorized Purpose.
- (7) CONTRACTOR will not attempt to re-identify or further identify Confidential Information or De-identified Information, or attempt to contact any Individuals whose records are contained in the Confidential Information, except for an Authorized Purpose, without express written authorization from HHSC or as expressly permitted by the Base Contract.
- (8) CONTRACTOR will not permit or enter into any agreement with a Subcontractor to create, receive, maintain, use, disclose, have access to or transmit Confidential Information, on behalf of CONTRACTOR without express written approval of HHSC, in advance. HHSC prior approval, at a minimum will require that:
 - (A) Subcontractor and CONTRACTOR execute the Form Subcontractor Agreement, Attachment 9, which ensures the subcontract contains identical terms, conditions, safeguards and restrictions as contained in this DUA for PHI and any other relevant Confidential Information and which permits more strict limitations;
 - (B) The Subcontractor is approved by HHSC through the official Base Contract correspondence process; and
 - (C) HHSC will be a third-party beneficiary to any agreement between the CONTRACTOR and a Subcontractor or third-party related to the Confidential Information, and HHSC will have the right but not the obligation to enforce the terms of any such agreement directly against the Subcontractor or third party.
- (9) The obligations of CONTRACTOR under this section are in addition to the duties of CONTRACTOR with respect to Confidential Information described elsewhere in the DUA, the Base Contract or applicable law.

Section A1.04 Other Permissible Uses and Disclosures of PHI by CONTRACTOR

Except as otherwise limited by this DUA, the Base Contract or law applicable to the Confidential Information, CONTRACTOR, as a HIPAA Business Associate of HHSC, without limiting other requirements applicable to HHSC Confidential Information, such as PHI, may:

HHSC Data Use Agreement V.7.4. HIPAA Omnibus Compliant April 23, 2014

Attachment 1

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- (1) Create, receive, maintain, use, disclose, have access to or transmit PHI to perform the Services and Deliverables of the Base Contract, provided that such:
 - (A) is not a violation of HIPAA if done by HHSC;
 - (B) is limited to the minimum necessary to accomplish Authorized Purposes; and
 - (C) is done in compliance with applicable privacy and security standards for the Confidential Information.
- (2) Use PHI for the proper management and administration of CONTRACTOR or to carry out CONTRACTOR's legal responsibilities.
- (3) *Disclose* PHI for the proper management and administration of CONTRACTOR or to carry out CONTRACTOR's legal responsibilities if:
 - (A) Disclosure is Required by Law, provided CONTRACTOR complies with Section A1.03(5);
 - (B) CONTRACTOR obtains reasonable assurances from the Person to whom the information is disclosed that the Person will:
 - (i) Maintain the confidentiality of the Confidential Information;
 - (ii) Only use or further disclose the information only as Required by Law or for the Authorized Purpose for which it was disclosed to the Person; and
 - (iii) Notify CONTRACTOR of any Event or Breach of Confidential Information of which the Person discovers or should have discovered with the exercise of reasonable diligence, as described in Section A1.06.
- (4) Use PHI to provide data aggregation services to HHSC, as that term is defined in the HIPAA, 45 C.F.R. §164.501 and permitted by 45 C.F.R. §164.504(e)(2)(i)(B) and other applicable provisions of HIPAA.

Section A1.05 Security Requirements for Confidential Information

- (1) **Secure creation, maintenance, use, disclosure or transmission.** CONTRACTOR will create, maintain, use, disclose, transmit or destroy Confidential Information in a secure fashion. CONTRACTOR must:
 - (A) Ensure the confidentiality, integrity, and availability of all Confidential Information including without limitation electronic PHI that CONTRACTOR creates, receives, maintains, or transmits;
 - (B) Protect against any reasonably anticipated threats or hazards to the security or integrity of such information;
 - (C) Protect against any reasonably anticipated uses or disclosures of such information that are unauthorized;
 - (D) Ensure security compliance by training or and sanctions for violations against CONTRACTOR'S Workforce; and
 - (E) Review and modify the security measures implemented as needed to continue provision of reasonable and appropriate protection of Confidential Information, and update documentation of such security measures.
- (2) **Safeguards.** CONTRACTOR will establish, implement and maintain any and all appropriate procedural, administrative, physical and technical safeguards to preserve and

maintain the confidentiality, integrity, and availability of the Confidential Information, and with respect to PHI, as described in the HIPAA Privacy and Security Regulations, or other applicable laws or regulations relating to Confidential Information, to prevent any unauthorized use or disclosure of Confidential Information as long as CONTRACTOR has such Confidential Information in its actual or constructive possession.

- (3) **Security Program.** CONTRACTOR will establish, implement and maintain an ongoing security program for Confidential Information, including without limitation for PHI in compliance with the HIPAA Security Regulations that must:
- (A) Address administrative, physical, and technical safeguards that reasonably and appropriately protects the confidentiality, integrity, and availability of the Confidential Information, including without limitation PHI, that it creates, receives, maintains, or transmits on behalf of HHSC as in specified.
 - (B) Address systems of risk assessment and periodic assessments, risk management security measures and information system activity risk reviews.
 - (C) Designate and identify two Persons, as 1) Chief Privacy Officer and 2) Chief Information Security Officer, each of whom are considered Key Personnel in the Base Contract subject to HHSC approval or rejection, responsible for the development and implementation of the privacy and security requirements in this DUA.
 - (D) Require Workforce training and sanctions for any CONTRACTOR Director, Officer, Workforce, employee, Subcontractor, or agent who violates the requirements regarding Confidential Information in this DUA, the Base Contract, or laws or regulations applicable to the Confidential Information.
 - (E) Implement, update as necessary and document reasonable and appropriate policies and procedures to comply with the privacy and security requirements of this DUA.
 - (F) Implement update as necessary and document policies, procedures, and an Incident Response Plan, in advance of conducting work under the DUA, for mitigating, to the maximum extent practicable, any harmful effect of an unauthorized use or disclosure of Confidential Information or a breach, including without limitation, PHI.
- (4) **Security Policies and Procedures Production and Approval.** CONTRACTOR will produce copies of its information security and privacy policies and procedures for HHSC's review and approval upon request by HHSC the following business day or other agreed upon time frame, and make available to the Secretary, in a time and manner reasonably agreed upon or designated by the Secretary, for purposes of the Secretary determining HHSC's or CONTRACTOR's compliance with HIPAA.
- (5) **Method of Confidential Information Access or Transfer.** All transmissions of Confidential Information by CONTRACTOR will be conducted securely. Secure transmissions of electronic Confidential Information *in motion* include secure File Transfer Protocol (SFTP) or Encryption at an appropriate level or otherwise protected as required by rule, regulation or law. Secure transmissions of electronic HHSC Confidential Information at rest requires Encryption unless there is adequate administrative, technical, and physical security, or as otherwise protected as required by rule, regulation or law. All electronic data transfer and communications of Confidential Information will be through secure systems. Proof of system, media or device security and/or Encryption must be produced to HHSC no later than 48 hours after HHSC's written request in response to the Discovery of an Event or Breach. Otherwise, requested production of such proof will be made as agreed upon by the parties. Redaction is

specifically excluded as a means to ensure security. De-identification of HHSC Confidential Information is a means of security. With respect to de-identification of PHI, "secure" means de-identified according to HIPAA Privacy standards and regulatory guidance.

- (6) **Information Security Guidelines and Procedures.** CONTRACTOR will comply with the requirements and guidelines identified in Attachment 7 of this DUA to ensure the security and confidentiality of the Confidential Information.

Section A1.06 *Breach Notification, Report and Mitigation Requirements*

- (1) Breach or Event Notification to HHSC.
 - (A) Because HHSC is subject to one-hour reporting under Internal Revenue Services, Social Security Administration and CMS Medicaid requirements, CONTRACTOR will immediately, within the first, consecutive clock hour, or in a timeframe otherwise approved by HHSC in writing, initially report to HHSC's Privacy and Security Officers via email at: privacy@hhsc.state.tx.us, and report as required by the Base Contract all available information about the Discovery of an Event or a Breach of the privacy or security of Confidential Information which is not in compliance with the terms of the DUA, the Base Contract or other laws applicable to Confidential Information.
 - (B) CONTRACTOR will cooperate fully with HHSC in investigating, mitigating to the extent practicable and issuing notifications directed by HHSC, for any Event or Breach of Confidential Information to the extent and in the manner determined by HHSC.
 - (C) CONTRACTOR'S obligation begins at the Discovery of an Event or Breach and continues as long as related activity continues, until all effects of the Event are mitigated to HHSC's satisfaction.
 - (D) No later than 48 consecutive clock hours after Discovery, or a time within Discovery reasonably should have been made of an Event or Breach of Confidential Information, or within a timeframe otherwise approved by HHSC in writing, provide formal notification to the State. Such notice will include all reasonably available information about the Event or Breach, including without limitation and to the extent available:
 - 1) The date the Event or Breach occurred;
 - 2) The date of CONTRACTOR's and if applicable Subcontractor's Discovery;
 - 3) A brief description of the Event or Breach;
 - 4) A description of the types and amount of Confidential Information involved;
 - 5) Identification of and number of all Individuals reasonably believed to be affected, including first and last name of the individual and if applicable the, legally authorized representative, last known address, age, telephone number, and email address if it is a preferred contact method, to the extent known or can be reasonably determined by CONTRACTOR;
 - 6) CONTRACTOR's initial Risk Assessment of the Event or Breach required by applicable law or this DUA for HHSC approval;

- 7) CONTRACTOR's recommendation for HHSC's approval as to the steps Individuals and/or CONTRACTOR on behalf of Individuals, should take to protect the Individuals from potential harm, including without limitation CONTRACTOR's provision of notifications, credit protection, claims monitoring, and any specific protections for a legally authorized representative to take on behalf of an Individual with special capacity or circumstances;
 - 8) Contact procedures for Individual to ask questions or learn additional information, including the name and title of a CONTRACTOR representative and a toll free telephone number, an e-mail address and website or postal address;
 - 9) The status of CONTRACTOR's investigation;
 - 10) The steps CONTRACTOR has taken to mitigate the harm or potential harm caused (including without limitation the provision of sufficient resources to mitigate);
 - 11) The steps CONTRACTOR has taken, or will take, to prevent or reduce the likelihood of recurrence of a similar Event or Breach;
 - 12) A description of how the Event or Breach occurred, who is responsible for the occurrence, or estimations thereof;
 - 13) Identify, describe or estimate of the Persons, Workforce, Subcontractor, or Individuals and any law enforcement that may be involved in the Event or Breach;
 - 14) Name a single point of contact and a back-up for CONTRACTOR, with applicable full contact information for both on and off business hours for HHSC to communicate with during the incident response;
 - 15) A reasonable schedule for CONTRACTOR to provide regular updates to the foregoing in the future, as directed by and approved by HHSC for response to the Event or Breach, but no less than every three (3) business days or as otherwise directed by HHSC, including estimation date investigation, reporting, if any, notification, if any, mitigation and root cause analysis is expected to be completed; and
 - 16) Any reasonably available, pertinent information, documents or reports related to an Event or Breach that HHSC requests following Discovery.
- (2) Investigation, Response and Mitigation.
- (A) CONTRACTOR will immediately conduct a full and complete investigation, respond to the Event or Breach, will commit necessary and appropriate staff and resources to expeditiously respond, and report as required to and by HHSC for incident response purposes and for purposes of HHSC's compliance with report and notification requirements, to the satisfaction of HHSC.
 - (B) CONTRACTOR will have implemented policies, procedures and processes to respond to an Event or Breach, prior to start of work under the Base Contract, including investigation, response, root cause analysis, notifications, reporting and mitigation to the maximum extent practicable, any harmful effect of unauthorized use or disclosure of Confidential Information.

- (C) CONTRACTOR will update as necessary, policies, procedures and processes to detect, investigate, mitigate losses, and prevent or reduce the likelihood of recurrence of a similar Event or Breach, and to provide these to HHSC for review and approval of the policies, procedures, processes, and the specific findings and actions taken in the time and manner reasonably requested by HHSC.
 - (D) CONTRACTOR will complete or participate in a Risk Assessment as directed by HHSC following an Event or Breach, and provide the final assessment and mitigations to HHSC for review and approval.
 - (E) CONTRACTOR will fully cooperate with HHSC to respond to inquiries and/or proceedings by state and federal authorities, Persons and/or Individuals.
 - (F) CONTRACTOR will fully cooperate with HHSC's efforts to seek appropriate injunctive relief or otherwise prevent or curtail such Event or Breach, or to recover or protect any Confidential Information, including complying with reasonable corrective action or measures, as specified by HHSC in a Corrective Action Plan if directed by HHSC under Article 11 of the Base Contract.
- (3) Breach Notification to Individuals and Reporting to Authorities.
- (A) Whether legally required or not, HHSC may direct CONTRACTOR to provide breach notification to Individuals, regulators or third-parties, as specified by HHSC following a breach.
 - (B) CONTRACTOR must obtain HHSC's prior written approval of the time, manner and content of any notification to Individuals, regulators or third-parties, or any notice required by other state or federal authorities. CONTRACTOR will provide HHSC with copies of distributed and approved communications.
 - (C) CONTRACTOR will have the burden of demonstrating to the satisfaction of HHSC that any notification required by HHSC was timely made. If there are delays outside of CONTRACTOR's control, CONTRACTOR will provide evidence demonstrating the reasons for the delay.
 - (D) If HHSC delegates such requirements to Contractor, HHSC shall, in the time and manner reasonably requested by Contractor, cooperate and assist with Contractor's information requests in order to make such notifications and reports.
- (4) **Training and Education.** CONTRACTOR will ensure its officers, directors, employees, agents, Subcontractors and Workforce are adequately trained and educated and annually refresher or retrained on confidentiality, privacy, security and the importance of promptly reporting any Event or Breach and of the consequences of failing to do so, including without limitation: employment disciplinary action, employer sanctions or enforcement actions for legal noncompliance, potential loss of HHSC's Federal Financial Participation, and risks to third-party agreements. HHSC, at its election, may assist CONTRACTOR in training and education on specific or unique HHSC processes, systems and/or requirements.

HHSC Contract No. _____

ATTACHMENT 2. SCOPE OF WORK

The Scope of Work is set forth in detail in Section 5.0 of the Base Contract, HHSC Contract No. _____, as amended, between HHSC and CONTRACTOR and is incorporated by reference as if set out word-for-word in this document.

ATTACHMENT 3. OTHER OBLIGATIONS OF CONTRACTOR

Section A3.01 *Location of Confidential Information; Custodial Responsibility*

CONTRACTOR is designated as the custodian of the records to which it may be entrusted and that contain Confidential Information, and is responsible for compliance with and enforcement of all conditions for creation, maintenance, use, disclosure, transmission and destruction of confidentiality, privacy and Subcontractor agreements as specified in this DUA or as may be reasonably necessary to prevent unauthorized use. CONTRACTOR will store all Confidential Information in a secure area and, subject to the terms of this DUA, will destroy any paper material in a secure manner in accordance with the requirements of the Information Security Guidelines and Procedures in Attachment 7 and Disposition of Confidential Information in Attachment 4.

Section A3.02 *PHI in Designated Record Set*

- (1) CONTRACTOR will make PHI in a Designated Record Set available to HHSC or, as directed by HHSC, provide PHI to the Individual, or legally authorized representative of the Individual, in compliance with the requirements of the HIPAA Privacy Regulations, and make other Confidential Information in CONTRACTOR's possession available pursuant to the requirements of the HIPAA in case of a need for notification by HHSC upon a determination of a Breach of Unsecured PHI as defined in HIPAA.
- (2) CONTRACTOR will make PHI in a Designated Record Set available to HHSC for amendment and incorporate any amendments to this information that HHSC directs or agrees to pursuant to the HIPAA.

Section A3.03 *CONTRACTOR Recordkeeping, Accounting and Disclosure Tracking*

- (1) **Accounting, Access or Amendment.** Contractor will document and make available to HHSC the PHI required to provide access, an accounting of disclosures or amendment in compliance with the requirements of the HIPAA Privacy Regulations.
- (2) If CONTRACTOR receives a request for access, amendment or accounting of PHI by any Individual subject to this DUA, it will promptly forward the request to HHSC; however, if it would violate HIPAA to forward the request, CONTRACTOR will promptly notify HHSC of the request and of CONTRACTOR's response. Unless CONTRACTOR is prohibited by law from forwarding a request, HHSC will respond to all such requests.
- (3) **DHHS Inspection.** Make internal practices, books, and records relating to the use or disclosure of PHI received from, or created or received by the CONTRACTOR on behalf of HHSC, available to the Secretary of the U.S. Department of Health and Human Services or the Secretary's designee for purposes of determining compliance with HIPAA.
- (4) **Compliance Certification.** CONTRACTOR will provide, and will cause its Subcontractors and agents to provide, to HHSC periodic written certifications of compliance with controls and provisions relating to information privacy, security and breach notification, including without limitation information related to data transfers and the handling and disposal of Confidential Information, including without limitation, PHI, EPHI, Unsecured PHI and PII. Written evidence of compliance must be acceptable to HHSC in its sole discretion. Such evidence may include but is not necessarily limited to the following:

HHSC Data Use Agreement V.7.4. HIPAA Omnibus Compliant April 23, 2014

HHSC Contract No. _____

- (A) Statement on Standards for Attestation Engagements (SSAE) No. 16., Reporting on Controls at a Service Organization, issued by the Auditing Standards Board of the American Institute of Certified Public Accountants (AICPA) in April 2010.
- (B) General security controls audit conducted in accordance with generally-accepted industry standards by a qualified and independent auditor that is acceptable to HHSC;
- (C) Application controls audit conducted in accordance with generally-accepted industry standards by a qualified and independent auditor that is acceptable to HHSC;
- (D) Vulnerability assessment conducted in accordance with generally-accepted industry standards by a qualified and independent expert in telecommunications and information security that is acceptable to HHSC;
- (E) Network/systems penetration test conducted in accordance with generally-accepted industry standards by a qualified and independent expert in telecommunications and information security that is acceptable to HHSC; and
- (F) Risk assessment of the potential risks and vulnerabilities to the confidentiality, integrity, and availability of ePHI subject to this DUA.

ATTACHMENT 4. DISPOSITION OF CONFIDENTIAL INFORMATION

Section A4.01 *CONTRACTOR's Duty in General*

CONTRACTOR will return, destroy, or continue to maintain appropriate safeguards for Confidential Information, including without limitation all PHI received from HHSC or created, received or maintained on behalf of HHSC, as directed by HHSC, upon termination of the DUA or Base Contract.

Section A4.02 *Return or Destruction of Confidential Information*

- (1) CONTRACTOR agrees that on the termination or expiration of this DUA, CONTRACTOR will, at its expense, return to HHSC or destroy, at HHSC's election, and to the extent reasonably feasible and permissible by law, all Confidential Information received from HHSC or created or maintained by CONTRACTOR or any of CONTRACTOR's agents or Subcontractors on HHSC's behalf if that data contains Confidential Information. CONTRACTOR will certify in writing to HHSC that all the Confidential Information that has been created, received, maintained, used by or disclosed to CONTRACTOR, has been destroyed or returned to HHSC, and that CONTRACTOR and its agents and Subcontractors have retained no copies thereof. Notwithstanding the foregoing, CONTRACTOR acknowledges and agrees that it may not destroy any Confidential Information if federal or state law prohibits such destruction.
- (2) If such return or destruction is not reasonably feasible, or is impermissible by law, immediately notify HHSC of the reasons such return or destruction is not feasible, and agree to extend indefinitely the protections of this DUA to the Confidential Information and limit its further uses and disclosures to the purposes that make the return of the Confidential Information not feasible for as long as CONTRACTOR maintains such Confidential Information.

ATTACHMENT 5. GENERAL PROVISIONS

Section A5.01 *HHSC commitment and obligations*

HHSC will not request CONTRACTOR to create, maintain, transmit, use or disclose PHI in any manner that would not be permissible under HIPAA if done by HHSC.

Section A5.02 *HHSC Right to Inspection*

At any time upon reasonable notice to CONTRACTOR, or if HHSC determines that CONTRACTOR has violated this DUA, HHSC, through its agent, will have the right to inspect the facilities, systems, books and records of CONTRACTOR to monitor compliance with this DUA. For purposes of this subsection, HHSC's agent(s) include, without limitation, the HHSC Office of the Inspector General or the Office of the Attorney General of Texas or other designee. HHSC's failure to inspect or failure to detect any noncompliance with the DUA or through its agent's inspection does not relieve CONTRACTOR of its responsibility to comply with this DUA.

Section A5.03 *Access to PHI*

CONTRACTOR will make available to HHSC any information HHSC requires to fulfill HHSC's obligations to provide access to, and copies of, PHI in accordance with HIPAA and other applicable laws and regulations of Confidential Information.

Section A5.04 *Term of DUA*

This DUA will be effective on the date on which CONTRACTOR executes the DUA, and will expire on the date specified in the DUA.

- (1) Either party may terminate this DUA at any time upon 30 days written notice to the other party.
- (2) HHSC may immediately terminate this DUA on:
 - (A) A material violation of this DUA. "Material" means:
 - (i) any violation by CONTRACTOR of a material term of this DUA will be considered a breach of contract if the CONTRACTOR knew of or reasonably should have known of the violation and failed to immediately take reasonable steps to cure it and notify HHSC, as required by the DUA;
 - (ii) CONTRACTOR fails to timely notify HHSC of an Event or Breach, or take corrective action required;
 - (iii) CONTRACTOR's repeated or flagrant violation of the obligations under the DUA;
 - (iv) CONTRACTOR's failure to respond to a demand letter concerning penalties under the DUA or Base Contract;
 - (v) CONTRACTOR being named as a defendant in a criminal proceeding for a violation of HIPAA, or other applicable laws and regulations of Confidential Information; and/or
 - (vi) a finding or stipulation that CONTRACTOR has violated any standard or requirement of HIPAA other laws and regulations of Confidential

Information; or other security or privacy law in an administrative or civil proceeding which CONTRACTOR has been joined.

- (vii) If neither termination nor cure is feasible, HHSC shall report the violation to the Secretary.
- (3) Termination of this DUA will not relieve CONTRACTOR of its duties with regards to the return or disposition of the Confidential Information as set forth in this DUA.
- (4) **Termination Options.** If HHSC determines that CONTRACTOR has violated a material term of this DUA; HHSC may in its sole discretion:
 - (A) Exercise any of its rights including but not limited to reports, access and inspection under this DUA and/or the Base Contract; and/or
 - (B) Require CONTRACTOR to submit to a Corrective Action Plan under Article 14 of the Base Contract, plan for monitoring and plan for reporting, as HHSC may determine necessary to maintain compliance with this DUA; and/or
 - (i) Provide CONTRACTOR with a reasonable period to cure the violation as determined by HHSC; or
 - (ii) Terminate the DUA and Base Contract immediately, and seek relief in a court of competent jurisdiction in Travis County, Texas; and
 - (iii) Before exercising any of these options, HHSC will provide written notice to CONTRACTOR describing the violation and the action it intends to take.

Section A5.05 Publication

CONTRACTOR may not publish or otherwise disclose to a third party any results of work under the DUA or Base Contract unless HHSC expressly approved in writing of such disclosure in advance of such publication.

Section A5.06 Governing Law, Venue and Litigation

- (1) The validity, construction and performance of this DUA and the legal relations among the Parties to this DUA will be governed by and construed in accordance with the laws of the State of Texas.
- (2) The Parties agree that the courts of Travis County, Texas, will be the exclusive venue for any litigation, special proceeding or other proceeding as between the parties that may be brought, or arise out of, or in connection with, or by reason of this DUA.

Section A5.07 Injunctive Relief

- (1) CONTRACTOR understands and agrees that HHSC may suffer irreparable injury if CONTRACTOR or its Subcontractor fails to comply with any of the terms of this DUA with respect to the Confidential Information or a provision of HIPAA or other laws or regulations applicable to Confidential Information.
- (2) CONTRACTOR further agrees that monetary damages may be inadequate to compensate HHSC for CONTRACTOR's or its Subcontractor's failure to comply. Accordingly, CONTRACTOR agrees that HHSC will, in addition to any other remedies available to it at law or in equity, be entitled to seek injunctive relief without posting a bond and without the necessity of demonstrating actual damages, to enforce the terms of this DUA.

- (3) The duties of CONTRACTOR or its Subcontractor under this DUA survive the expiration of this DUA until all the Confidential Information is destroyed or returned to HHSC, as required by this DUA.

Section A5.08 Indemnification

CONTRACTOR will indemnify, defend and hold harmless HHSC and its respective Executive Commissioner, employees, Subcontractors, agents (including other state agencies acting on behalf of HHSC) or other members of its workforce (each of the foregoing hereinafter referred to as "Indemnified Party") against all actual and direct losses suffered by the Indemnified Party and all liability to third parties arising from or in connection with any breach of this DUA or from any acts or omissions related to this DUA by CONTRACTOR or its employees, directors, officers, Subcontractors, or agents or other members of its workforce. The duty to indemnify, defend and hold harmless is independent of the duty to insurer, and continues to apply even in the event insurance coverage required, if any, in the DUA or Base Contract is denied, or coverage rights reserved by any insurance carrier. Upon demand, CONTRACTOR will reimburse HHSC for any and all actual and direct losses, liabilities, lost profits, fines, penalties, costs or expenses (including reasonable attorneys' fees) which may for any reason be imposed upon any Indemnified Party by reason of any suit, claim, action, proceeding or demand by any third party to the extent caused by and which results from the CONTRACTOR's failure to meet any of its obligations under this DUA. CONTRACTOR's obligation to defend, indemnify and hold harmless any Indemnified Party will survive the expiration or termination of this DUA.

Section A5.09 Insurance

- (1) In addition to any insurance required in the Base Contract, at HHSC's option and as directed, HHSC may require CONTRACTOR to maintain, at its expense, the following special and/or custom first- and third-party insurance coverages, naming the State of Texas, acting through HHSC, as an additional named insured and loss payee, with primary and non-contributory status, with required insurance coverage, by the Effective Date of the request, or as required by HHSC:
 - (A) Network Security and Privacy;
 - (B) Data Breach;
 - (C) Cyber Liability (lost data, lost use or delay/suspension in business, denial of service with e-business, the Internet, networks and informational assets, such as privacy, intellectual property, virus transmission, extortion, sabotage or web activities);
 - (D) Electronic Media Liability;
 - (E) Crime/Theft;
 - (F) Advertising Injury and Personal Injury Liability; and
 - (G) Crisis Management and Notification Expense Coverage.
- (2) CONTRACTOR will provide HHSC with proof of policy part (as opposed to merely a certificate of coverage or binder), at the request of HHSC.

Section A5.10 Fees and Costs

Except as otherwise specified in this DUA or the Base Contract, including but not limited to requirements to insure and/or indemnify HHSC, if any legal action or other proceeding is brought for the enforcement of this DUA, or because of an alleged dispute, contract violation, Event, Breach, default,

HHSC Contract No. _____

misrepresentation, or injunctive action, in connection with any of the provisions of this DUA, each party will bear their own legal expenses and the other cost incurred in that action or proceeding.

Section A5.11 *Entirety of the Base Contract*

The Base Contract consists of this Business Associate Agreement and the Base Contract and constitutes the entire agreement between the parties. There are no understandings or agreements relating to this DUA or the Base Contract that are not fully expressed therein and no change, waiver, or discharge of obligations arising under those documents will be valid unless in writing and executed by the party against whom such change, waiver, or discharge is sought to be enforced. To the extent of any conflicts exist between this DUA and the Base Contract, this DUA controls.

Section A5.12 *Automatic Amendment and Interpretation*

Upon the effective date of any amendment or issuance of additional regulations to HIPAA, or any other law applicable to Confidential Information, this DUA will automatically amended so that the obligations imposed on HHSC and/or CONTRACTOR remain in compliance with such requirements. Any ambiguity in this DUA will be resolved in favor of a meaning that permits HHSC and CONTRACTOR to comply with HIPAA or any other law applicable to Confidential Information.

HHSC Contract No.

ATTACHMENT 6. CONFIDENTIAL INFORMATION

Any information under the terms of the Base Contract, HHSC Contract No. _____ between HHSC and CONTRACTOR, as amended, that HHSC may provide or make available to CONTRACTOR, or that CONTRACTOR may create, receive, maintain or have access to on behalf of HHSC that is defined as Confidential above.

ATTACHMENT 7. SECURITY GUIDELINES AND PROCEDURES

CONTRACTOR and all Subcontractors, consultants, or agents under the DUA (collectively "CONTRACTOR") must comply at a minimum with the following Information Security Guidelines and Procedures currently in effect:

- HHS Circular C-021, Health and Human Services Enterprise Information Security Standards and Guidelines;
- HHS Enterprise Information Security Standards and Guidelines (EISSG);
- HHS Enterprise Information Security Controls Catalog (EISSC); and
- Title 1, Sections 202.1 and 202.3, and Subchapter B, Texas Administrative Code.

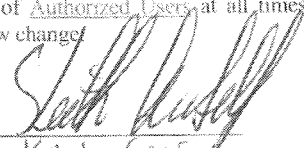

CONTRACTOR must comply with at least the following, as applicable:

- The Federal Information Security Management Act of 2002 (FISMA);
- The Health Insurance Portability and Accountability Act of 1996 (HIPAA) as defined in the DUA;
- Internal Revenue Publication 1075 – Tax Information Security Guidelines for Federal, State and Local Agencies;
- National Institute of Standards and Technology (NIST) Special Publication 800-66 Revision 1 – An Introductory Resource Guide for Implementing the Health Insurance Portability and Accountability Act (HIPAA) Security Rule;
- NIST Special Publication 800-53 – Recommended Security Controls for Federal Information Systems and Organizations, as currently revised;
- NIST Special Publication 800-47 – Security Guide for Interconnecting Information Technology Systems; and
- NIST Special Publication 800-88, Guidelines for Media Sanitization

In addition to the requirements expressly stated in this Section, CONTRACTOR must comply with any other State or Federal law, regulation, or administrative rule relating to the specific HHSC program area that CONTRACTOR supports on behalf of HHSC.

ATTACHMENT 8. LIST OF AUTHORIZED USERS

CONTRACTOR represents and warrants that each of those Workforce below have a demonstrated need to know and have access to Confidential Information pursuant to this DUA and the Base Contract, and further, that each agree to be bound by the disclosure and use limitations pertaining to the Confidential Information contained in the DUA. CONTRACTOR must maintain an updated, complete, accurate and numbered list of Authorized Users at all times and supply it to HHSC, as directed, to the extent those identified below change.

1. Signature: 
Name: Keith Self
Title: County Judge
Date: 9/26/14
2. Signature: 
Name: Leigh Hornsby
Title: Project Manager
Date: 9.25.14
3. Signature: _____
Name: des Anjos Cruser
Title: Project Team
Date: _____
4. Signature: _____
Name: Claudia Cuffin
Title: Project Team
Date: _____
5. Signature: _____
Name: _____
Title: _____
Date: _____
6. Signature: _____
Name: _____
Title: _____
Date: _____
7. Signature: _____
Name: _____
Title: _____
Date: _____
8. Signature: _____
Name: _____
Title: _____
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9. Signature: _____
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Title: _____
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10. Signature: _____
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11. Signature: _____
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Title: _____
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12. Signature: _____
Name: _____
Title: _____
Date: _____
13. Signature: _____
Name: _____
Title: _____
Date: _____
14. Signature: _____
Name: _____
Title: _____
Date: _____
15. Signature: _____
Name: _____
Title: _____
Date: _____
16. Signature: _____
Name: _____
Title: _____
Date: _____
17. Signature: _____

ATTACHMENT 9. SUBCONTRACTOR AGREEMENT FORM

The DUA between HHSC and CONTRACTOR establishes the permitted and required uses and disclosures of Confidential Information by CONTRACTOR.

CONTRACTOR has subcontracted with Public Information Associates (SUBCONTRACTOR) for performance of duties on behalf of CONTRACTOR which are subject to the DUA [describe SUBCONTRACTOR's duties which fall under the terms and conditions of the DUA or attach a Scope of Work or Subcontract and incorporate it by reference in this Form]: Cotton County/PIA Agreement

SUBCONTRACTOR acknowledges, understands and agrees to be bound by the terms and conditions applicable to CONTRACTOR under the DUA, incorporated by reference in this Agreement, with respect to HHSC Confidential Information. CONTRACTOR and SUBCONTRACTOR assure HHSC that SUBCONTRACTOR will only create, receive, maintain, or transmit Confidential Information on behalf of CONTRACTOR under, *at a minimum*, the identical terms and conditions of the DUA applicable to CONTRACTOR. The DUA represents minimum requirements over HHSC Confidential Information. CONTRACTOR may apply stricter requirements over HHSC Confidential Information to SUBCONTRACTOR than apply to CONTRACTOR in the DUA. CONTRACTOR may also contract with SUBCONTRACTOR to engage in activities not subject to the DUA, if not prohibited by the Base Contract.

SUBCONTRACTOR acknowledges receipt, understanding of and agrees to be bound by the terms and conditions applicable to SUBCONTRACTOR under the DUA with respect to HHSC Confidential Information, which is incorporated by reference for purposes of SUBCONTRACTOR's agreement as if fully set forth herein.

CONTRACTOR and SUBCONTRACTOR agree that HHSC is a third-party beneficiary to applicable provisions of the subcontract.

HHSC has the right but not the obligation to review or approve the terms and conditions of the subcontract by virtue of this Subcontractor Agreement Form.

CONTRACTOR and SUBCONTRACTOR assure HHSC that any Breach or Event as defined by the DUA that SUBCONTRACTOR discovers will be reported to HHSC by CONTRACTOR in the time, manner and content required by the DUA.

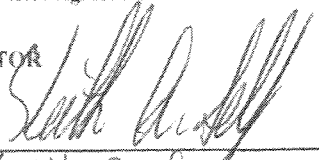
If CONTRACTOR knows or should have known in the exercise of reasonable diligence of a pattern of activity or practice by SUBCONTRACTOR that constitutes a material breach or violation of the DUA or the SUBCONTRACTOR's obligations CONTRACTOR will:

1. Take reasonable steps to cure the violation or end the violation, as applicable;
2. If the steps are unsuccessful, terminate the contract or arrangement with SUBCONTRACTOR, if feasible;
3. Notify HHSC immediately upon reasonably discovery of the pattern of activity or practice of SUBCONTRACTOR that constitutes a material breach or violation of the DUA and keep HHSC reasonably and regularly informed about steps CONTRACTOR is taking to cure or end the violation or terminate SUBCONTRACTOR's contract or arrangement.

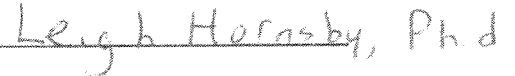
HHSC Contract No.

This Subcontractor Agreement Form is executed by the parties in their capacities indicated below.

CONTRACTOR

BY: 
NAME: Keith Self
TITLE: County Judge
DATE: 9/26/14, 2014

SUBCONTRACTOR

BY: 
NAME: Leigh Horasby, Ph.d.
TITLE: Principal, Public Information Associates
DATE: 9.25, 2014

CERTIFICATION
REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY
AND VOLUNTARY EXCLUSION FOR COVERED CONTRACTS

Federal Executive Orders 12549 and 12689 require the Texas Health and Human Services Commission (HHSC) to screen each covered potential contractor to determine whether each has a right to obtain a contract in accordance with federal regulations on debarment, suspension, ineligibility, and voluntary exclusion. Each covered contractor must also screen each of its covered subcontractors.

In this certification "contractor" refers to both contractor and subcontractor; "contract" refers to both contract and subcontract.

By signing and submitting this certification the potential contractor accepts the following terms:

1. The certification herein below is a material representation of fact upon which reliance was placed when this contract was entered into. If it is later determined that the potential contractor knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the Department of Health and Human Services, United States Department of Agriculture or other federal department or agency, or the HHSC may pursue available remedies, including suspension and/or debarment.
2. The potential contractor will provide immediate written notice to the person to which this certification is submitted if at any time the potential contractor learns that the certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
3. The words "covered contract", "debarred", "suspended", "ineligible", "participant", "person", "principal", "proposal", and "voluntarily excluded", as used in this certification have meanings based upon materials in the Definitions and Coverage sections of federal rules implementing Executive Order 12549. Usage is as defined in the attachment.
4. The potential contractor agrees by submitting this certification that, should the proposed covered contract be entered into, it will not knowingly enter into any subcontract with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Department of Health and Human Services, United States Department of Agriculture or other federal department or agency, and/or the HHSC, as applicable.

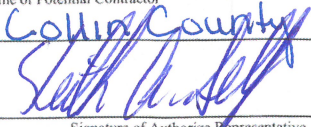
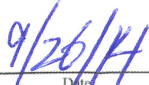
Do you have or do you anticipate having subcontractors under this proposed contract? Yes No

5. The potential contractor further agrees by submitting this certification that it will include this certification titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion for Covered Contracts" without modification, in all covered subcontracts and in solicitations for all covered subcontracts.
6. A contractor may rely upon a certification of a potential subcontractor that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered contract, unless it knows that the certification is erroneous. A contractor must, at a minimum, obtain certifications from its covered subcontractors upon each subcontract's initiation and upon each renewal.
7. Nothing contained in all the foregoing will be construed to require establishment of a system of records in order to render in good faith the certification required by this certification document. The knowledge and information of a contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
8. Except for contracts authorized under paragraph 4 of these terms, if a contractor in a covered contract knowingly enters into a covered subcontract with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, Department of Health and Human Services, United States Department of Agriculture, or other federal department or agency, as applicable, and/or the HHSC may pursue available remedies, including suspension and/or debarment.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION FOR COVERED CONTRACTS

Indicate in the appropriate box which statement applies to the covered potential contractor:

- The potential contractor certifies, by submission of this certification, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by any federal department or agency or by the State of Texas.
- The potential contractor is unable to certify to one or more of the terms in this certification. In this instance, the potential contractor must attach an explanation for each of the above terms to which he is unable to make certification. Attach the explanation(s) to this certification.

Name of Potential Contractor <i>Collin County</i>	Vendor ID No. or Social Security No.	HHSC Contract No. (if applicable)
 _____ Signature of Authorized Representative	 _____ Date	Printed/Typed Name and Title of Authorized Representative <i>Keith Self, County Judge</i>

CERTIFICATION
REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY
AND VOLUNTARY EXCLUSION FOR COVERED CONTRACTS

DEFINITIONS

Covered Contracts/Subcontract.

- (1) Any nonprocurement transaction which involves federal funds (regardless of amount and including such arrangements as subgrant and are between HHSC or its agents and another entity.
- (2) Any procurement contract for goods or services between a participant and a person, regardless of type, expected to equal or exceed the federal procurement small purchase threshold fixed at 10 U.S.C. 2304(g) and 41 U.S.C. 253(g) (currently \$25,000) under a grant or subgrant.
- (3) Any procurement contract for goods or services between a participant and a person under a covered grant, subgrant, contract or subcontract, regardless of amount, under which that person will have a critical influence on or substantive control over that covered transaction:
 - a. Principal investigators.
 - b. Providers of audit services required by the HHSC or federal funding source.
 - c. Researchers.

Debarment. An action taken by a debarring official in accordance with 45 CFR Part 76 (or comparable federal regulations) to exclude a person from participating in covered contracts. A person so excluded is "debarred".

Grant. An award of financial assistance, including cooperative agreements, in the form of money, or property in lieu of money, by the federal government to an eligible grantee.

Ineligible. Excluded from participation in federal nonprocurement programs pursuant to a determination of ineligibility under statutory, executive order, or regulatory authority, other than Executive Order 12549 and its agency implementing regulations; for example, excluded pursuant to the Davis-Bacon Act and its implement regulations, the equal employment opportunity acts and executive orders, or the environmental protection acts and executive orders. A person is ineligible where the determination of ineligibility affects such person's eligibility to participate in more than one covered transaction.

Participant. Any person who submits a proposal for, enters into, or reasonably may be expected to enter into a covered contract. This term also includes any person who acts on behalf of or is authorized to commit a participant in a covered contract as an agent or representative of another participant.

Person. Any individual, corporation, partnership, association, unit of government, or legal entity, however organized, except: foreign governments or foreign governmental entities, public international organizations, foreign government owned (in whole or in part) or controlled entities, and entities consisting wholly or partially of foreign governments or foreign governmental entities.

Principal. Officer, director, owner, partner, key employee, or other person within a participant with primary management or supervisory responsibilities; or a person who has a critical influence on or substantive control over a covered contract whether or not the person is employed by the participant. Persons who have a critical influence on or substantive control over a covered transaction are:

- (1) Principal investigators.
- (2) Providers of audit services required by the HHSC or federal funding source.
- (3) Researchers.

Proposal. A solicited or unsolicited bid, application, request, invitation to consider or similar communication by or on behalf of a person seeking to receive a covered contract.

Suspension. An action taken by a suspending official in accordance with 45 CFR Part 76 (or comparable federal regulations) that immediately excludes a person from participating in covered contracts for a temporary period, pending completion of an investigation and such legal, debarment, or Program Fraud Civil Remedies Act proceedings as may ensue. A person so excluded is "suspended".

Voluntary exclusion or voluntarily excluded. A status of nonparticipation or limited participation in covered transactions assumed by a person pursuant to the terms of a settlement.



State of Texas
Health & Human Services Commission

Child Support Certification

I.

Section 231.006, Texas Family Code, as amended by Section 82 of House Bill No. 433, 74th Regular Legislative Session (Acts 1995, 74th Leg., R.S., ch. 751), prohibits the payment of state funds under a grant, contract, or loan to

- a person who is more than 30 days delinquent in the payment of child support, and
• a business entity in which such a person is the sole proprietor, partner, shareholder or owner with an ownership interest of at least 25%.

Section 231.006 further provides that a person or business entity that is ineligible to receive payments for the reasons stated above shall continue to be ineligible to receive payments from the state under a contract, grant, or loan until

- all arrearages have been paid, or
• the person is in compliance with a written repayment agreement or court order as to any existing delinquency.

Section 231.006 further requires each bid, or application for a contract, grant, or loan to include

- the name and social security number of the individual or sole proprietor and each partner, shareholder, or owner with an ownership interest of at least 25% of the business entity submitting the bid or application, and
• the statement in Part III below.

Section 231.006 authorizes a state agency to terminate a contract if it determines that statement required below is inaccurate or false. In the event the statement is determined to be false, the vendor is liable to the state for attorney's fees, costs necessary to complete the contract [including the cost of advertising and awarding a second contract], and any other damages provided by law or contract.

II.

In accordance with Section 231.006, the names and social security numbers of the individual identified in the contract, bid, or application, or of each person with a minimum 25% ownership interest in the business entity identified therein are provided below.

Name

Social Security #

Four sets of horizontal lines for entering names and social security numbers.

III.

As required by Section 231.006, the undersigned certifies the following:

Under Section 231.006, Family Code, the vendor or applicant certifies that the individual or business entity named in this contract, bid, or application is not ineligible to receive the specified grant, loan, or payment, and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate.

Signature

Printed Name

Handwritten signature of Keith Self and printed name Keith Self.

Title

Date

Handwritten title County Judge and date 9/26/14.

**Texas Health and Human Services Commission
Vendor Information Form (VIF)**

Instructions: This form must be completed and submitted with each new contract, amendment, renewal, and/or extension.
(Please type or print information.)

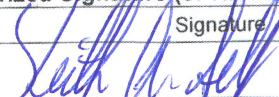
SECTION 1: Contractor's General Information

Legal Contractor's Name:	Collin County		
Legal Doing Business As (DBA) Name:			
Physical Address:	2300 Bloomdale Ave. McKinney, TX 75071		
Remit To (Payment) Address:	2300 Bloomdale Ave. McKinney, TX 75071		
Enter one of the following:	<input checked="" type="checkbox"/> Texas Identification Number (TIN): 1756000969		
	<input type="checkbox"/> Federal Employer Identification Number (FEIN):		
	<input type="checkbox"/> Social Security Number (SSN):		
Select the Legal Status:	<input type="checkbox"/> For-profit Entity		<input type="checkbox"/> Non-profit Entity
	<input type="checkbox"/> Corporation <input type="checkbox"/> Joint Venture <input type="checkbox"/> Partnership* <input type="checkbox"/> Limited (Liability) Company <input type="checkbox"/> Limited (Liability) Partnership <input type="checkbox"/> Sole Proprietorship <input checked="" type="checkbox"/> Governmental Entity (must specify): County <input type="checkbox"/> Other (must specify):		
Select the Business Structure:	* If Partnership, must provide SSN or TIN for minimum of two partners		
	Partner Name:	TIN or SSN:	
	Partner Name:	TIN or SSN:	
If applicable, enter appropriate information:	State of Incorporation:	Texas Charter Number:	Name of Parent Entity:

SECTION 2: Contractor's Contact Information

Person Who Will Sign the Contract	Point of Contact for Contract
Name: Keith Self	Name: Leigh Hornsby
Title: County Judge	Title: Project Manager
Mailing Address: 2300 Bloomdale Ave.	Mailing Address: PO Box 570, Allen, TX 75013
Telephone:	Telephone: 214.551.5401
Fax:	Fax:
E-mail:	E-mail: leigh.hornsby@publicinformation@ssd.links.com

SECTION 3: Contractor's Authorized Signature (or HHSC Contract Manager)

Printed Name	Signature	Date	Phone Number
Keith Self		9/26/14	

SECTION 4: ECPS Contract and Administration Office Use Only

Contractor to Receive Payment: <input type="checkbox"/> No <input type="checkbox"/> Yes
Contract Number: